

## Instructions for Products Seeking Organic Certification

The following items must be submitted for each individual product that is seeking organic certification. These items must be received prior to receiving certification for each new product.

### 1. Product Formulation

2. **Label** *[Labeling includes all labels and other written, printed or graphic material on any container or wrapper (including tags on bulk items leaving the facility.)]*
3. **Organic Ingredient Supplier Certificates** *(must correspond with each organic ingredient listed in the product formulation)*

**Product Formulation** *[All formulas are kept confidential and are exempt from public inspection and copying. (RCW 15.86.110 and Uniform Trade Secrets Act, chapter 19.108 RCW)]*

- **Ingredients** - ALL ingredients must be listed (include minor ingredients and/or those ingredients that constitute less than five percent of the finished product). This includes any yeasts, emulsifiers, concentrates, and any other ingredients that are present in the finished product.
- **Supplier** – The supplier or company from whom the ingredient was purchased must be listed on the Product Formulation Form must be submitted.
- **Weight & Percentage** - Accurate weights must be provided for each ingredient and the percent of the weight of the finished product each ingredient comprises must be provided.
- **Organic or Non-Organic** - Indicate with a check mark whether the ingredient is “O” (certified organic ingredient) or “NO” (non-organic ingredient).
- **Processing Aids** - List all processing aids used in production of the product. List the name and phone number of the supplier of the processing aid. Specify the application and use of the processing aid and indicate with a check mark “O” for a certified organic processing aid. *[Processing aids that are used for products that are labeled “100% Organic” must be organic.]*
- **Non-Organic Ingredients** – For products that are labeled “Organic” or “Made with Organic (specified ingredients or food group(s))” on the principal display panel the following information must be submitted. **A statement from your supplier that indicates that the non-organic ingredient(s) are not a) genetically modified, b) irradiated, or c) produced using sewage sludge must be submitted.** Please include copies of Genetically Modified Organism test results if available.
- **“Organic”** - For products that are labeled “Organic” on the principal display panel, all non-agricultural ingredients must appear on the approved list of minor ingredients (e.g. baking powder, citric acid, magnesium chloride, pectin, yeast, etc.).
- **Commercial Unavailability** – For products that are labeled “Organic” on the principal display panel, commercial non-availability documentation must be submitted for all minor ingredients that are non-organically produced agricultural ingredients.

### **Labels**

**Labels must be submitted for all products making organic claims that are not currently certified.**

The labels must be submitted before certification of new products will occur. Attach a copy of the labeling that will be used for each product seeking certification, or sketch a rough draft of your proposed labeling, if a final version is not available.

### **Supplier Certificates**

**Copies of current organic certificates for the supplier of each organic ingredient must be submitted.** All organic ingredients must be certified organic by a USDA accredited organic certification agency.